

**City of Sunnyvale
Program Performance Budget**

Program 744 - Treasury/Cash Management

Program Outcome Statement

Enrich our community by prudent and sound management of the public's money so that adequate financial resources are maintained to meet the City's long term financial needs.

<u>Program Outcome Measures</u>	<u>Weight</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* The average yield of the City's investment portfolio meets the average yield of a Treasury Security with a similar average life. - Percent of Time Accomplished	5	80.00%	80.00%
* A collection rate on Accounts Receivable equal to the average of the previous three years is achieved. - Percent of Time Accomplished	5	80.00%	80.00%
* Verify banking analysis bills received from Bank for compliance with the contract and submit list of billing corrections to Bank within 30 days of receipt. - Percent of Time Accomplished	5	90.00%	90.00%
* Customer satisfaction rating for accounts receivable services is at 85%. - Rating	5	85.00%	85.00%
* The Budget/Cost Ratio (planned cost divided by actual cost) is at 1.0. - Ratio	5	1.00	1.00

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Service Delivery Plan 74401 - Billing and Receiving Payment

Generate bills and receive payments for City operations.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* 90% of the accounts receivable bills are generated within 14 working days after receiving the billing request from the department. - Percent	90.00%	90.00%
* Staff verifies the calculations on the Business Tax return and any errors are addressed with the remitter within 30 days from the return submittal date. - Percent	90.00%	90.00%
* Cashier balances within \$5.00, 95% of the time. - Percent	95.00%	95.00%
* Staff verifies the calculations on the Transient Occupancy Tax return and any errors are addressed with the remitter within 21 days from the return submittal date. - Percent	95.00%	95.00%

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Activity 744000 - Accounts Receivable				
Product: An Invoice Generated				
FY 2002/2003 Adopted	\$86,056.61	3,650.00	1,537.00	\$23.58
FY 2003/2004 Recommended	\$92,098.90	3,650.00	1,537.00	\$25.23
Activity 744001 - Business Licensing				
Product: A License Issued				
FY 2002/2003 Adopted	\$120,295.88	8,500.00	1,573.00	\$14.15
FY 2003/2004 Recommended	\$129,180.84	8,500.00	1,573.00	\$15.20
Activity 744002 - Cashiering				
Product: A Revenue Transaction				
FY 2002/2003 Adopted	\$85,841.14	23,000.00	1,888.00	\$3.73
FY 2003/2004 Recommended	\$92,506.06	23,000.00	1,888.00	\$4.02
Activity 744003 - Transient Occupancy Tax				
Product: A Transient Occupancy Tax Remittance				
FY 2002/2003 Adopted	\$5,508.46	420.00	82.00	\$13.12
FY 2003/2004 Recommended	\$5,827.78	420.00	82.00	\$13.88
Totals for Service Delivery Plan 74401:				
	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	\$297,702.09		5,080.00	
FY 2003/2004 Recommended	\$319,613.58		5,080.00	

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Service Delivery Plan 74402 - Cash Management

Conduct cash processes.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* 99% of all funds not needed for daily cash flow are invested. - Percent	99.00%	99.00%
* All debt service paid on the due date or not more than one business day before the due date, 95% of the time. - Percent	95.00%	95.00%
* A list of Bank analysis billing corrections to the Bank within 30 days of receipt. - Percent	90.00%	90.00%
* Process and audit accounts payables within two days 90% of the time. - Percent	90.00%	90.00%
* Audit all purchasing card statements and follow up for additional information as necessary within 30 days of statement receipt 80 % of the time. - Percent	80.00%	80.00%
* Revenue monitoring is performed within thirty (30) days after period reports are distributed 85% of the time. - Percent	85.00%	85.00%
* Investment reports submitted within established timeframes. - Percent	100.00%	100.00%

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Activity 744004 - Conduct Investments Transactions				
Product: An Investment Transaction				
FY 2002/2003 Adopted	\$24,749.92	294.00	264.00	\$84.18
FY 2003/2004 Recommended	\$25,897.43	294.00	264.00	\$88.09
Activity 744005 - Debt Management				
Product: A Bond Issue Maintained				
FY 2002/2003 Adopted	\$11,982.32	156.00	150.00	\$76.81
FY 2003/2004 Recommended	\$12,534.30	156.00	150.00	\$80.35
Activity 744006 - Banking Relationship				
Product: A Bank Account Maintained				
FY 2002/2003 Adopted	\$8,833.16	192.00	130.00	\$46.01
FY 2003/2004 Recommended	\$9,334.74	192.00	130.00	\$48.62
Activity 744007 - Revenue Monitoring				
Product: A Revenue Report Reviewed				
FY 2002/2003 Adopted	\$96,109.06	18,000.00	1,795.00	\$5.34
FY 2003/2004 Recommended	\$103,574.72	18,000.00	1,795.00	\$5.75
Activity 744008 - Investment Policy Reporting				
Product: An Investment Report Issued				
FY 2002/2003 Adopted	\$43,465.05	13.00	407.00	\$3,343.47
FY 2003/2004 Recommended	\$45,738.35	13.00	407.00	\$3,518.33
Activity 744013 - Accounts Payable Disbursement Management				
Product: An Accounts Payable Account Audited				
FY 2002/2003 Adopted	\$52,209.36	12,000.00	1,113.00	\$4.35
FY 2003/2004 Recommended	\$56,114.64	12,000.00	1,113.00	\$4.68

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Activity 744014 - Purchasing Card Activity Audit				
Product: A Purchasing Card Statement Audited				
FY 2002/2003 Adopted	\$40,992.37	3,600.00	858.00	\$11.39
FY 2003/2004 Recommended	\$44,015.83	3,600.00	858.00	\$12.23
Totals for Service Delivery Plan 74402:	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	\$278,341.24		4,717.00	
FY 2003/2004 Recommended	\$297,210.01		4,717.00	

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Service Delivery Plan 74403 - Provide Management and Administrative Services

Provide management and administrative services in support of program activities.

<u>Service Delivery Plan Measures</u>	<u>FY2002/2003 Adopted</u>	<u>FY2003/2004 Recommended</u>
* Completion of request within the desired deadline 80% of the time. - Percent	80.00%	80.00%
* 80% of special projects as approved by the Director of Finance are completed within initial plan. - Percent	80.00%	80.00%
* Employees attend a minimum of one training session per year as identified in employee's work plan. - Percent	80.00%	80.00%

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Activity 744009 - Administration				
Product: A Work Hour				
FY 2002/2003 Adopted	\$27,347.69	358.00	358.00	\$76.39
FY 2003/2004 Recommended	\$28,603.15	358.00	358.00	\$79.90
Activity 744010 - Consulting Services				
Product: A Project Completed				
FY 2002/2003 Adopted	\$33,118.44	10.00	450.00	\$3,311.84
FY 2003/2004 Recommended	\$34,768.46	10.00	450.00	\$3,476.85
Activity 744011 - Special Projects				
Product: A Project Completed				
FY 2002/2003 Adopted	\$13,589.46	200.00	200.00	\$67.95
FY 2003/2004 Recommended	\$14,361.14	200.00	200.00	\$71.81
Activity 744012 - Training				
Product: A Training Session				
FY 2002/2003 Adopted	\$7,988.05	7.00	120.00	\$1,141.15
FY 2003/2004 Recommended	\$8,418.12	7.00	120.00	\$1,202.59
Totals for Service Delivery Plan 74403:				
	<u>Costs</u>		<u>Work Hours</u>	
FY 2002/2003 Adopted	\$82,043.64		1,128.00	
FY 2003/2004 Recommended	\$86,150.87		1,128.00	

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	<u>Costs</u>	<u>Products</u>	<u>Work Hours</u>	<u>Product Costs</u>
Totals for Program 744:				
FY 2002/2003 Adopted	\$658,086.97		10,925.00	
FY 2003/2004 Recommended	\$702,974.46		10,925.00	